

NEVADA STATE BOARD OF MEDICAL EXAMINERS

1105 Terminal Way, Suite 301
Reno, NV 89502-2144

Rachakonda D. Prabhu, M.D.
Board President

Edward O. Cousineau, J.D.
Executive Director



Nevada State Board of Medical Examiners Position Announcement

Position Title: Finance Assistant

Location: Reno, NV

Summary

The Nevada State Board of Medical Examiners (Board) is searching for a Finance Assistant for our Reno, NV office. This position is responsible for assisting the Finance Manager in all accounting functions, with primary responsibilities in receipting, purchasing, office inventory, and accounts payable processing. Candidates need to be detail orientated and possess strong interpersonal skills. Bookkeeping and QuickBooks experience is preferred.

This position is eligible for excellent employee benefits, including:

- Pension retirement from the State of Nevada (PERS)
- Full medical, dental and vision benefits
- 11 paid holidays per year
- Paid vacation time
- Paid sick leave

The salary range for this position is \$35,000 to \$40,000 on the PERS employer compensation schedule.

Our Organization

The Nevada State Board of Medical Examiners licenses and regulates medical doctors, physician assistants, practitioners of respiratory care, and perfusionists.

Assigned Responsibilities

- Perform basic accounting functions for accounts receivable and accounts payable as required on a daily case-by-case basis;

- Maintain office supply inventory; research products, prices and suppliers; prepare purchase orders; place orders; and verify items received against invoices and purchase orders;
- Coordinate maintenance and repair of office equipment;
- Receipt incoming payments (checks, credit cards, etc.);
- Maintain file room, library, kitchen, workroom, conference rooms and office supply areas;
- Record all accounts payable in QuickBooks;
- Other specialized duties as assigned.

Knowledge, Skills and Abilities

- Ability to interact effectively and professionally at a high level with applicants, licensees, the public and other government agencies;
- Ability to maintain confidentiality of information;
- Ability to act independently when appropriate;
- Ability to learn and apply established procedures;
- Ability to work accurately and rapidly with names, numbers and acronyms;
- Ability to utilize computer software programs;
- Ability to work under pressure and meet deadlines;
- Ability to interpret written and oral instructions;
- Ability to travel as required.

Education, Training and Experience

A high school graduate with two years of experience, basic bookkeeping experience preferred, and a working knowledge of basic computer software programs. Basic knowledge of QuickBooks preferred.

How to apply

All applicants who meet the minimum qualifications are eligible to apply for this position. Please forward your resume and cover letter to:

djnsbme@medboard.nv.gov

Applications will be accepted until recruitment is satisfied.

The Nevada State Board of Medical Examiners is an equal opportunity employer.